2.5 D E L H I

1979-80

2.5.1 Administration : The administrative set-up of the Delhi Archives during 1979-80 was as follows : Director of Archives 1 (Ex-officio), Assistant Director of Archives 1, Archivist 1, Assistant Archivist (Grade I) 1, Assistant Archivist (Grade II) 4, Surveyors 2, Preservation Supervisor 1, Junior Librarian 1, Head Clerk 1, U.D.C. 1, L.D.C. 3, Oriental Assistant 1, Xerox Operator 1, Operator for hot embossing machine 1, Preservation Assistant 1, Stenographer 1, Scooter Driver 1, Book Binder 1, Record Attendant 2, Gestetner Operator 1, Peon 1, and Sweeper 1.

2.5.2 Budget : During 1979-80, a sum of Rs.3,13,030.57 was spent out of the revised budget provision of Rs.3,25,000 on the non-plan side and a sum of Rs.39,726.38 was spent out of the revised budget of Rs.1 lakh on the plan side. A provision of Rs.9 lakhs also existed in the budget estimates for capital works for construction of building. For 1980-81, a budget provision of Rs.3,86,000 was made on the non-plan side and Rs.12 lakhs on plan side out of which 3 lakhs was earmarked on revenue side and 9 lakhs on the capital side.

2.5.3 Building : There is a proposal to construct a new building of Archives for which a plot has already been purchased. Urban Arts Commission has approved the conceptual scheme of the building and it is expected that the construction of the building will be taken up during the current financial year.

2.5.4 Record Management : The Retention Schedule framed by the Government of India is being followed in this Administration. However, in some of the offices of Delhi Administration, separate

Retention Schedules in respect of their records which were considered to be of un-common nature and were not covered under the Retention Schedule of the Government of India were framed in consultation with the Department.

2.5.5 Research and References: 7 scholars availed themselves of the research facilities. 449 and 832 records were requisitioned by Government agencies and research scholars respectively.

2.5.6 Reference Media : The Department has prepared indices to records of Local Self-Government Series from 1941-1950 and Confidential Series have been completed upto 1958.

2.5.7 Preservation of Records : 400 records were flattened, 1500 repaired with tissue paper, 10 repaired with chiffon and 800 with acetate foil. 2500 sheets were guarded and 1600 volumes bound.

2.5.8 Photo-Duplication : The State Archives does not have its own microfilming unit. However, a photostat machine and a few microfilm readers have been provided in the unit for the present. There is a proposal to purchase a microfilm camera.

2.5.9 Library : 275 books were acquired.

2.5.10 Other Activities : From time to time publicity is given in the press and exhibitions are held at intervals to create archival consciousness.